

- **All Styles** – lists all the styles that are available in Calc and in the spreadsheet, except for hidden styles, in alphanumeric order.
- **Hidden Styles** – lists all the styles that have been hidden in the spreadsheet.
- **Applied Styles** – lists only the styles that have been applied to the spreadsheet. Not applicable for page styles.
- **Custom Styles** – lists only the user-defined styles defined for the spreadsheet.

## What is a template? Why use one?

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A template is a model that you use to create other documents in a standard format. For example, you can create a template for invoices that has your company logo and address at the top of the page. This means that any new spreadsheets (invoices) created from this template will have the company logo and address on the first page of the spreadsheet.

Templates can contain anything that regular documents can contain, such as text, graphics, styles; user-specific setup information such as measurement units, language, default printer; and toolbar and menu customization.

All documents in LibreOffice are based on templates. You can create, or download and install, as many templates as you wish. If you do not specify a template when you start a new spreadsheet, then that new spreadsheet is based on the included Calc default template. This default template consists of a blank spreadsheet which you can customize to your needs and then, if you wish, use as a basis to create a custom default template.

## Using a template to create a spreadsheet

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A new installation of LibreOffice may not include any spreadsheet templates other than the Calc default, but you can create your own (see “Creating a template” on page 198) or install templates obtained from other sources (see “Adding templates obtained from other sources” on page 200).

When you have an available spreadsheet template, you can use it to create a new spreadsheet from the Templates dialog or the LibreOffice Start Center.

## Creating a spreadsheet from the Templates dialog

To use a template to create a spreadsheet:

- 1) On the Menu bar, choose **File > New > Templates**, or click the small arrow next to the **New** icon on the Standard toolbar and select **Templates**, or press *Ctrl+Shift+N*. The Templates dialog (Figure 171) opens.
- 2) In the *Filter* lists at the top of the Templates dialog, select **Spreadsheets** and the category of template you want to use. All the templates in that category are then listed on the page, as shown in Figure 171.
- 3) Select the required template and click **Open**, or double-click the selected template, or right-click the required template and select **Open** in the context menu. A new spreadsheet based on the template opens in Calc.

In the spreadsheet, the template it is based upon is listed in **File > Properties > General**. The connection between a template and a spreadsheet remains until that template is modified. The next time a spreadsheet based on that template is opened, you can choose either to update, or not update, the spreadsheet to match the modifications.